Petitions to Council

Council's principal role is to act as an informed and responsible decision maker which represents the interests of its community. The City of Tea Tree Gully makes decisions on behalf of the community, however members of the community have a role to play in informing Council of their needs and concerns and/or to provide information that may assist or influence Council's decision.

A petition is one way in which members of the community may advise council of their particular concerns regarding a specific issue or make requests of, and provide information to, council.

Petition definition

A formal request to council seeking action or special consideration of a particular matter, which is signed by more than two residents/ members of the public, with at least two different property addresses.

Principles

Regulation 11 of the Local Government (Procedures at Meetings) Regulations 2013 details the requirements for submissions of petitions to council, along with council's handling of petitions.

The City of Tea Tree Gully also has a Code of Practice for Meeting Procedures which covers additional requirements relating to the handling of petitions and follow the principles set out in the regulations.

Process

In addition to the legislative requirements, hard copy petitions received by the City of Tea Tree Gully must:

- Set out the request or submission of the petitioners on each page

- Include the name and address of the person submitting the petition (the head petitioner or contact person)

- Include the name, address and signature of all supporters to the petition.

Attachment 1 is an example petition outlining examples of information required. Templates for two different styles of petition are Attachments 2 and 3.

Petitions in hard copy will only be received at the City of Tea Tree Gully's Civic Centre, 571 Montague Road, Modbury. Electronic copies of petitions can be faxed or emailed to customerservice@cttg.sa.gov.au.

Ordinary meetings of Council are held on the second and fourth Tuesday of the month. A petition report will be included on the agenda for the next available ordinary meeting of council or committee.

The report to council will be prepared by the Governance Advisor and will detail:

- The name of the petition contact person (head petitioner)

- The nature of the request or issue/s raised

- The total number of signatories on the petition and the number of signatories within the Council area

- The name of the relevant Manager the petition is referred to.

The Governance Advisor will inform the head petitioner to advise the next ordinary meeting of Council or Committee at which the petition report will be received and the name of the relevant Manager the petition is being referred to.

At this point the petition is received by Council and any further reports or discussion will be at the discretion of the relevant Manager the petition is referred to.

If you have any queries regarding petitions please contact the Governance Team on 8397 7444.

Attachment 1 – Example petition

Petition

Addressed to Council

Request or submission

To the Council of the City of Tea Tree Gully:

We, the undersigned residents of *Huddleston* petition the Council that we do not support the sale of land within Huddleston Public Reserve.

Additional information to clarify

Note that this petition is not against the upgrades of the reserves, just against the sale of land to fund the improvements. It should also be noted that it is also very unlikely that the improvements to the reserves will take place without the sale of land.

The contact person for this petition is:

Contact person is essential for communication

John Smith	1 Smith St, Huddleston	*John Smith*
(Name)	(Address)	(Signature)

Full Name	Address	Signature
John Smith	1 Smith St, Huddleston	*John Smith*
Joan White	5 Smith St, Huddleston	*J White*
Fred White	5 Smith St, Huddleston	*Fred White*
Frank Skelly	2 John St, Huddleston	*Frank Skelly*
C Napplethorpe	9 Berry Rd, Huddleston	*C Mapthorpe*

This is the information required to meet petition recommended guidelines

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